



LOI # 7458208

Solicitation Information

October 22, 2012

**TITLE: BLANKET MECHANICAL ENGINEERING SERVICES
RHODE ISLAND COLLEGE, 2012-2015
MULTIPLE PROJECTS**

Submission Deadline: **November 21, 2012 @ 10:00 AM (EDT)**

PRE-BID/ PROPOSAL CONFERENCE: Yes Date: 11/7/2012 Time: 10:30 AM (EST)

Mandatory: NO

Location: Rhode Island College
Physical Plant, 2nd Floor, Capital Projects
600 Mt. Pleasant Avenue
Providence, RI 02908

Questions concerning this solicitation may also be directed to the Division of Purchases at questions@purchasing.ri.gov no later than 11/13/2012 at 12:00 NOON (EST) . Questions should be submitted in a Microsoft Word attachment. Please reference the RFP / LOI # on all correspondence.

Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No

BOND REQUIRED: No

Thomas Bovis
Interdepartmental Project Manager

Vendors must register on-line at the State Purchasing Website at www.purchasing.ri.gov

Note to Vendors: Offers received without the entire completed three-page RIVIP will be considered non-responsive and will not be accepted.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

INVITATION FOR LETTERS OF INTEREST

BLANKET REQUIREMENTS MULTIPLE PROJECTS MECHANICAL ENGINEERING SERVICES LOI # 7458208

Letters of Interest are hereby solicited by the State of Rhode Island/Division of Purchases on behalf of Rhode Island College and must be received at the Division of Purchases, One Capitol Hill, Providence RI 02908-5855, ATTN: Thomas Bovis, on or before 11/21/2012 @ 10:00 AM (EST) for mechanical engineering services for Blanket Requirements Multiple Projects at Rhode Island College.

This is a Request for Proposal, not an Invitation for Bid; responses will be evaluated on the basis of relative merits of the Proposal, including the proposed fees. There will be no public opening and reading of responses received by the Division of Purchases pursuant to this Request, other than to name those firms who have submitted proposals.

REQUIREMENTS OF THE PROPOSED PROJECT ARE: Provide mechanical engineering services including, but not limited to, study existing mechanical and systems, design small projects, including preparation of bid specifications and plans, provide construction administration services, troubleshoot existing mechanical equipment and systems, develop scope of work for large projects, and prepare construction cost estimates for related projects.

Scope of work for this project may be obtained through internet access to the Rhode Island Division of Purchases Home Page at <http://www.purchasing.ri.gov> . Respondents are advised that they must download and submit the three-page Bidder Certification Cover Form with their submittal.

An original Letter of Interest plus five (5) copies, including Standard Form 330, as well as other details including personnel, experience, and qualification data are required. The State reserves the right to make an award, multiple awards, or to reject any or all proposals based on what it considers to be in its best interest.

Persons or firms practicing Architectural and/or Engineering Services in the State of Rhode Island must possess a proper registration and Certificate of Authorization in accordance with Rhode Island General Laws.

A pre-proposal conference will be held:

Date: 11/7/2012 @ 10:30 AM (EST)

Place: Rhode Island College
Physical Plant, 2nd Floor, Capital Projects
600 Mt. Pleasant Avenue, Providence, RI 02908

Agency contact: Kevin J. Fitta, P.E.
Interim Director, Capital Projects Administration
kfitta@ric.edu
Phone: 401-456-9885
Fax: 401-456-8534

Parking for Pre-Proposal: Please visit the Rhode Island College website (www.ric.edu) and review the campus map. Parking is permitted in parking lots A and K. In addition, proposers may visit campus police in Browne Hall to obtain a parking permit for the day to park in other locations. Please arrive early to allow time for this process.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

- Potential offerors are advised to review all sections of this Request carefully and to follow instruction completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- All costs associated with developing or submitting proposal in response to this Request, or to provide oral or written clarification of its content, shall be borne by the offeror.
- Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
- Proposals misdirected to other State location or which are otherwise not present in the Division of Purchases at the time of opening for any cause will be determined to be late and may not be considered. The "Official" time clock is in the reception area of the Division of Purchases.
- In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation shall have the right to transact business in the state until it shall have procured a Certificate of Authority to so from the Rhode Island Secretary of State (401-222-3040). This will be a requirement only of the successful bidder(s).
- Offerors are advised that all materials submitted to the State of Rhode Island for consideration in Response to this Request for Proposals will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request, once an award has been made.

- It is intended that an award pursuant to this Request will be made to a prime contractor or contractors, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered, but subcontracts are permitted provided that their use is clearly indicated on the offeror's proposal, and the subcontractors(s) proposed to be used are identified in the proposal.
- The State of Rhode Island has a goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, the web address is www.mbe.ri.gov and the telephone number is 401-574-8253.
- Interested parties are instructed to consult the Division of Purchases web site on a regular basis, as additional information relating to their solicitation may be released in the form of an addendum to this RFP/LOI.
- Equal Employment Opportunity (RIGL 28-5.1) 28-5.1 Declaration of Policy. (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island State Government, including all public and quasi -public agencies, commissions, boards, and authorities and in the classified unclassified and non-classified services of state employments. This policy applies in all areas where the state dollars is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information contact the Rhode Island Equal Employment Opportunity Office at 222-3090.
- Respondents shall submit one (1) original and five (5) copies of the LOI, a Technical Proposal and a Cost Proposal in a separate, sealed envelope labeled with the firm name and marked:

"LOI #7458208- Mechanical Engineering Services- Rhode Island College" and mail or hand deliver to the following address:

DEPARTMENT OF ADMINISTRATION
DIVISION OF PURCHASES
ONE CAPITOL HILL
PROVIDENCE, RI
02908

Proposals misdirected to other State locations or which are otherwise not present in the Division of Purchases at the time of opening for any cause will be determined to be late and will not be considered. Proposals emailed, or faxed, to the Division of Purchases will not be considered.

Notwithstanding the forgoing, the college/State reserves the right to award on the basis of cost alone. Proposals found to be technically or substantially nonresponsive at any point in the

evaluation process will be rejected and not considered any further. The college may, at its sole option, elect to require presentations (s) by offerors clearly in consideration for award. The Technical Review Subcommittee will present the written findings including the results of all evaluation, to Division of Purchases for award.

Rhode Island College

Request for Proposal Blanket Requirements
Mechanical Engineering Services
December 1, 2012 – November 30, 2015

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I. MISSION OF RHODE ISLAND COLLEGE

Rhode Island College is one of the region's leading comprehensive public colleges. Our mission is to offer accessible higher education of the finest quality to traditional and non-traditional students from around the state, the region, and beyond. Students here are members of a caring community that respects diversity and values academic excellence informed by cultural inquiry, civic engagement, and co-curricular activity. The college offers a wide variety of liberal arts, science, and professional programs in which dedicated faculty work with students to achieve the promise of higher education: an open and inquiring mind.

II. PROJECT BACKGROUND

The college manages approximately 1.5 million square feet of academic, administrative, research, and residential facilities in 43 buildings at the Providence campus. Many are over 50 years old. For this reason, it is expected that the college will continue to oversee a large number of new construction, renovation and rehabilitation projects, funded by various sources for the foreseeable future to support the institution's mission. The college maintains an in-house Capital Projects staff and, on occasion contracts owner's representatives to oversee the delivery of these projects to ensure quality while managing the project budget and schedule.

Professional architects, engineers, and special consultants are selected to support single projects or, where appropriate, a series of related projects and will perform the study, evaluation, design, and construction administration services for the majority of the work.

The work for the selected consultant (s) will include studies, design, and construction administration related to campus improvements which include: infrastructure improvements, building renovations and rehabilitation, new construction of classrooms, offices, laboratories and building envelope improvements.

The college now requests letters of interest from qualified engineering firms to furnish this service for approximately three years (until October 31, 2015). At its sole discretion, the college may choose one or more firms to fulfill this assignment.

III. PROPOSED SCOPE OF SERVICES

Provide mechanical engineering services for a wide variety of projects at the college. Examples of typical tasks are but not limited to:

1. survey of existing conditions
2. programming and preparation of scope of work
3. review of operating issues and standards with operating department
4. project design and engineering;

5. construction document preparation;
6. cost estimating;
7. construction administration through project close out;
8. provision of complete "as built" documentation

IV. SCHEDULE

The blanket assignment will commence upon award (anticipated in November 2012) and continue through October 31, 2015. The delivery schedule for individual projects will be set with task assignments.

V. PRELIMINARY BUDGET

The specific projects have not been identified but it is expected that the assignment will include a number of projects totaling \$50,000 to \$75,000 per year. Depending on funding, however, the total may be more or less. The construction budget and fee will be set with each task assignment.

VI. CONTENTS OF WRITTEN PROPOSAL

A. Proposals must include the following:

(1) A letter of transmittal signed by an owner, officer or authorized agent of the firm or organization, acknowledging and accepting the terms and conditions of the Request, and tendering an offer to the State.

The letter must contain a commitment to provide both the services described herein and the personnel proposed for the assignment.

(2) A separate Technical Proposal describing the background, qualification, and experience with and for similar programs, as well as the work plan or approach proposed for this requirement. The Technical Proposal must contain the following sections:

Executive Summary:

- The Executive Summary is intended to highlight the contents of the Technical Proposal and to provide evaluators with an understanding of the offeror's record of delivering a wide variety of projects in a college/university environment in a timely fashion as well as the firm's commitment of staff availability.

Offeror's Organization and Staffing:

- Provide the organization plan. Include identification of all staff and proposed consultants and outline the duties, responsibilities, and the concentration of effort that apply to each along with a description of the broad experience of the firm. Provide a resume or statement of prior experience and qualification for each key team member.

- Teams are encouraged to include significant contributions by engineers with offices in Rhode Island.
- Submitting firms are strongly encouraged to include Rhode Island registered minority or woman owned business enterprises as part of their proposal.

Engineer's Qualification Statement

- The design team prime consultant shall submit a completed Federal Form 330. Include any relevant additional marketing/supporting material, which will assist us in determining the team's eligibility to receive the commission for this project.
- Proof of professional registration in the State of Rhode Island
- Proof of professional liability insurance in the amount of \$1,000,000
- Certificate of Authorization for the firm to practice Mechanical Engineering

Previous Experience

- Please describe similar and recent design experience on a wide variety of projects, including, at a minimum provide:
 - Name of project and brief description
 - Owner's representative and telephone number
 - Construction cost of the project
 - Completion date
 - Principal-in-Charge and Project Mechanical Engineer

(3) A Cost Proposal - The offeror shall present a cost proposal in a separate, sealed envelope. The cost proposal should be presented by proposing billing rates for the position titles listed below and extending the calculation to a total. The cost proposal shall be completed based on the following:

- Reimbursable Expenses:

Travel to and from the Mechanical Engineer's office is to be included in the overhead of the staff billing rates. Authorized travel beyond that will be paid at the rate of \$0.51/mile.
- Printing and postage for reproductions of prints and specifications and the postage will be paid at actual cost without mark-up.
- Approved sub consultants will be paid at actual cost multiplied by 1.06
- All other expenses must be included in overhead of staff billing rates
- RI State Fire Marshal and RI Building Code Commission Review fees when requested by the college will be paid as a reimbursable at actual cost without mark-up

Staff Billing Rates weighted for the 36 month period Annual

Labor Category	Hourly Rate	Projected Hours	Total Annual Fee
Principal Engineer	\$	250	\$
Engineer	\$	250	\$
Designer	\$	250	\$

Clerical	\$	50	\$
Total			\$

VII. SELECTION PROCESS

The college plans to select a firm through a quality based selection process.

40% Demonstrated relevant design and project experience

40% Team composition and qualifications

20% Cost proposal

The committee will review the proposals and may select one or more firms to participate in on-campus interviews. Upon completion of the interviews, the committee will check references and grade the firms under a point system grading the Technical Proposal and interview information.

After the above grading of firms, the committee will then factor in the information contained in the fee proposals and make recommendations to the State Division of Purchases for Award.

-End-

Engineering Services

Persons or firms practicing Architectural and/or Engineering Services in the State of Rhode Island must possess a proper registration and Certificate of Authorization in accordance with Rhode Island General Laws.

A copy of the current Rhode Island Certificate of Authorization for the firm and current Rhode Island registration(s) for the individual(s) who would perform the work must be included behind the front page of each copy of the Proposal.

An offeror who does not have a current Rhode Island Certification of Authorization for the firm and current Rhode Island registration(s) must acknowledge non-compliance with this requirement and confirm in writing that, if selected for the project, will expedite acquisition of a Rhode Island registration(s) and Certificate of Authorization(s), the attainment of which will be required before an award will be made. The letter of acknowledgement must be included behind the front page of each copy of the Proposal.

The Board of Design Professionals can be contacted as follows:

Board for Design Professionals
One Capitol Hill (2nd Floor)
Providence, RI 02908-5860
Tel: 401-222-2565
Fax: 401-222-5744
Website: www.bdp.state.ri.us

The respondent's Proposal may be disqualified and removed from consideration if the Proposal fails to include the required current Rhode Island Certificate of Authorization for the firm and current Rhode Island registration(s), or, in absence of these documents, to acknowledge need to acquire them prior to award if selected.